The Oil and Gas Impact Grant
Reader Scoresheet Completion Instructions

⚠️ Prior to a reader reviewing the application, the Grant Administrator must approve the submitted application and assign the application to a reader.

⚠️ A Note on Pop-up Blockers: Pop-up windows are small windows that appear on top of a web page when you open the main web page. Most pop-up windows are advertisements. Pop-up blockers are customizable so you can allow pop-up windows on one website and block them on another. E-Grants Reader Scoresheets are in the form of pop-up windows. If a user has their Internet browser settings set to block all pop-up windows in an attempt to get rid of ads, it will prevent the Reader Scoresheet from opening. If you do not see the Reader Scoresheet on your screen, your pop-up blocker settings may be the culprit. Please review your Internet browser's Help section to learn how to adjust your pop-up blocker settings. (Each browser's settings may be different.)

Completing a Reader Scoresheet
Accessing the Scoresheet
1) Bring up the OPI E-Grants Website: https://egrants.opi.mt.gov/OPIGMSWeb/logon.aspx
2) Log on to E-Grants using the Reader User ID and password provided by the OPI Security Administrator. The **Menu List** page will display.
3) Click on the **Oil-Natural Gas** hyperlink. Your browser will open to your **Reader To Do List**.
4) The first time you access the reader scoresheet, you must select whether or not you have a conflict of interest. Select the appropriate response. Then click the **Save Conflict Answers** button.
5) Click on the radio button next to the first district on the list.
6) Click the **Review Application** button.
7) The district whose application was selected will open in the main window and the Reader Scoresheet will open in a second window (a pop-up). If this does not happen, disable your pop-blockers and retry.
Completing the Reader Scoresheet
1) On the **Reader Scoresheet**, please complete each section as indicated by instructions on the page.
2) Once all **Score** text boxes contain designated values, click the **Calculate Totals** button at the bottom of the page. Verify that the **Total Points** text box contains the correct total score.
3) Click the **Save Page** button. Check for error messages at the top of the page. If any exist, fix the items indicated in the error message(s) then resave the page. Repeat as necessary until there are no error messages displaying.
4) Click the **Close Browser** hyperlink in the upper right corner of the **Reader Scoresheet.** The district's application will still be open in the original window.
5) Click the **Click to Return to Reader To Do List** hyperlink in the upper right corner of this Web page.
6) You will now be back on your **Reader To Do List**. Click the radio button next the name of the district whose application you just reviewed. A **Submit** button will appear to the right of the **Review Application** button.
7) Click the **Submit** button. Verify the "Review Status" column of the To Do List grid displays "Completed."
8) Repeat this process for all districts' applications.
9) Sign out of the application.